

S-E-C-R-E-T

INSTRUCTION NO.  
LI 110-1

LI 110-1  
DISPATCHES  
5 July 1968

SUBJECT : Preparation and Processing of Dispatches

REFERENCES: (a) [ ] dated 30 September 1963  
(b) [ ] dated 1 July 1958  
(c) [ ] dated 25 March 1960  
(d) [ ] Annex A dated 1 December 1967  
(e) [ ] dated June 1968

25X1A

1. GENERAL

25X1A  
25X1A

The purpose of this Instruction is to implement [ ] and to provide guidance in the preparation and processing of dispatches. Originators of dispatches will refer to [ ] for further guidance on specific questions not covered by the procedure outlined herein.

2. RESPONSIBILITIES

- a. It is the responsibility of originating officers to have dispatches prepared in lieu of cables whenever feasible.
- b. Originating officers are responsible for determining the extent of coordination required and for effecting the necessary coordination prior to submission of the dispatch to the releasing official. In all instances, coordination will be effected (in person, by telephone, or through blanket agreement) with the interested Area Division and/or Technical Office, and copies will be furnished to them as required.
- c. Division and staff chiefs are responsible for establishing suspense dates and for maintaining followup on incoming action dispatches received in their components.

S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

S-E-C-R-E-T

INSTRUCTION NO.  
LI 110-1

LI 110-1  
DISPATCHES  
5 July 1968

3. PREPARATION

Dispatches prepared for release by Office of Logistics officials must fall in the specific categories listed in Attachment 1 to LI 70-14 and must bear the indicator

25X1A

a. Addressee

The addressee is always the officer in charge of an installation; e.g., Chief of Station or Base, (City). An "Attention Line" may be used when it is desired to bring the dispatch to the attention of some element or officer other than the addressee.

Information addressees should be listed in the space marked "Info."

b. From

The "From" line will be completed by using titles; e.g., "Director of Logistics" or "Chief, Supply Division," etc.

c. Subject

When a dispatch is to be released by the Office of Logistics, the special indicator  must be typed in capital letters and underscored, preceding the subject. No more than one special indicator may be used in a dispatch.

25X1A

d. Processing Block

Not applicable to the Office of Logistics.

e. Action Required

Insert a brief statement of the action required. Entries such as "None," "For Information Only," "See paragraph \_\_\_\_\_ below," etc., are permissible.

-2-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.  
LI 110-1

LI 110-1  
DISPATCHES  
5 July 1968

f. References

References to dispatches shall be by number and date. References to cables shall be by station number or DIR number. References may be listed in columns, or horizontally to conserve space.

g. Text

Single space. If the dispatch is very brief, double space.

h. Signature

The typed pseudonym of the signing officer will appear on the original and all copies of a dispatch. The pseudonym signature shall appear on the original. When the originator, coordinator, or releaser is the same person as the signer, his pseudonym initials will be used on the Headquarters copies and the full true-name signature will appear in the appropriate place. Both full, written, true-name and pseudonym signatures of the same person will not appear on the same paper.

i. Originative Guidance

- (1) The date typed, the dispatch symbol and number will be inserted on all copies. The date dispatched will be inserted by RID or OC/RC when pouched.
- (2) "Headquarters File Number" - Not applicable to the Office of Logistics.
- (3) "Cross Reference To" - Not applicable to the Office of Logistics.
- (4) "Security Classification" - Classification may be stamped or typed at the top and bottom of each page. If typed, all capital letters and hyphens shall be used; e.g., S-E-C-R-E-T.

-3-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.  
LI 110-1

LI 110-1  
DISPATCHES  
5 July 1968

j. Headquarters Copies

The "Originating," "Coordinating," and "Releasing" sections of the Headquarters copies will be completed as indicated on the dispatch form. The originator and the coordinator will initial or sign in the space provided. Where space is lacking, those in the chain of command may initial beside the "Coordinating" block. The left-hand block on the Headquarters copies will show all Headquarters distribution.

k. Distribution

The original and one copy will be forwarded to each field station or base unless specific exceptions are required and approved. One other field copy will be provided for "Info" addressees. The yellow official file copy of Logistics outgoing dispatches will be maintained in the Logistics Registry. This is in addition to an OL File Copy which will be made in instances where the Director of Logistics is the signing official.

l. Numbering

With very few exceptions, all dispatches prepared in the Office of Logistics fall into the administrative category and will bear the letter "S" as the terminal symbol on outgoing dispatches. When calling RID for dispatch numbers, OL personnel should use the three-letter symbol followed by "S." See paragraph 9i(3) of [ ] for telephone extensions to obtain dispatch numbers. Dispatches applying specifically to support of Office of Communications activities will be identified by a "LOG" number, to be obtained from the Office of Logistics Registry, extension 2083, rather than the dispatch symbol and serial number usually obtained from RID. These dispatches will bear OL/RC as the point of routing for pouching on the dispatch cover sheet.

25X1A

m. Enclosures

Plain paper, without the U.S. Government watermark, shall be used for the typing of enclosures. Enclosures shall be listed on the left-hand side of the page below the text of the dispatch. When

-4-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.  
LI 110-1

LI 110-1  
DISPATCHES  
5 July 1968

a dispatch has two or more pages, the enclosures shall be listed on the first page. They shall be numbered consecutively, whether transmitted with the dispatch or under separate cover. Each enclosure accompanying a dispatch must be marked "Enclosure No. \_\_\_\_ to Dispatch No. \_\_\_\_" and will be fastened to the appropriate copy. Separate cover enclosures shall be marked "Separate Cover Enclosure No. \_\_\_\_ to Dispatch No. \_\_\_\_" and shall be placed back of the last copy of the dispatch, without attachment to any copy. When enclosures are sent under separate cover, a notation shall be made in the list of the enclosures on the dispatch and on the routing sheet, Form No. 610.

#### 4. CONTROL AND SUSPENSE

All dispatches will be accompanied by Form No. 238, Document Control Ticket, which will serve as a log and locator control and a suspense followup. Each division or staff receiving an incoming dispatch will determine whether or not a reply is required and will so indicate on the Form No. 238. If a reply is required, or if there is doubt pending decision by the final recipient, a maximum five-working-day suspense date will be established by the division control point, and a rigid followup will be maintained. An interim reply or explanation of delay will be forwarded to the field in the event a full reply cannot be made. When action has been completed, the original copy of the Form No. 238 will be returned to the Logistics Registry with proper notations.

#### 5. TRANSMITTAL MANIFESTS

All Office of Logistics divisions and staffs are encouraged to use Form 1236, Transmittal Manifest, to transmit routine documents and material to the field. Transmittal manifests prepared for release by Office of Logistics officials must bear the special indicator  . This indicator should be placed below the releasing official's title,

25X1A

-5-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.  
LI 110-1

LI 110-1  
DISPATCHES  
5 July 1968

in the "From" box. Two copies will be prepared; the original to be pouched to the field with the material, and the second copy to be returned to the originator as the official file copy. Release shall be indicated by true-name signature on the yellow official file copy. The original will bear no signature, either typed or written. Incoming transmittal manifests will be processed through the Logistics Registry. The manifest will be retained as a record of the receipt of the material; the material itself will be forwarded to the interested Office of Logistics component.

[Redacted Signature Box]

GEORGE E. MELOON  
Director of Logistics

25X1A

25X1A

OL/EO/R&S, [Redacted] : vhm

-6-

S-E-C-R-E-T